



WILLIAM T FUJIOKA

# County of Los Angeles CHIEF EXECUTIVE OFFICE

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June 25, 2013

To: All Department Heads

From: William T Fujioka  
Chief Executive Officer

A handwritten signature in black ink, appearing to be "WTF", is written over the printed name of William T. Fujioka.

Board of Supervisors

GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## 2013 AVERAGE VEHICLE RIDERSHIP SURVEY

Beginning the week of July 22, 2013, the County will be conducting the annual mandatory Average Vehicle Ridership (AVR) survey. Metro will administer the survey calculation process on behalf of the County using their web-based interface to tally survey information. The Chief Executive Office and Metro will meet with County Employee Transportation Coordinators (ETCs) to review the survey process and procedures.

The AVR survey is an integral component of the County's Employee Commute Reduction Program, commonly known as Rideshare. The survey is conducted annually as required by the County's Trip Reduction Ordinance (County Code Chapter 5.90) and the South Coast Air Quality Management District's (SCAQMD) Rule 2202 for worksites with more than 100 employees. County ETCs must conduct their survey during one of the following weeks: July 22, July 29, August 5, August 12, August 19 or August 26, 2013 (Attachment).

County worksites with more than 250 employees will use the survey results to complete their annual Rule 2202 Employee Commute Reduction Plan, which is due to the SCAQMD by November 27, 2013.

**THIS SURVEY IS MANDATORY.** With the exception of employees designated as temporary, seasonal, volunteer, or field workers, **all** County employees must be surveyed if they report to the worksite between 6 a.m. and 10 a.m. Please ask your Human Resources or Payroll section to determine the total employee count **and** the number of employees expected to arrive between 6 a.m. and 10 a.m. for all of your

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Department Heads  
June 25, 2013  
Page 2

department's worksites before the designated survey week. Accurate employee counts are critical to ensure a valid and successful survey. Departments not verifying and documenting employee counts may receive penalties and fines from the SCAQMD for conducting an invalid survey at the site(s) in question.

Our goal is for each worksite to achieve a survey response rate between 90 and 93 percent to ensure the best possible AVR results. An increasing AVR is a fundamental element in getting annual Rideshare plans approved by the SCAQMD. Plan approvals keep the County in compliance with Rule 2202 and help departments avoid penalties and additional fees.

If you have any questions or need additional information, your staff may contact Eddie Washington, Acting Director, Office of Workplace Programs, at (213) 974-1347 or [ewashington@ceo.lacounty.gov](mailto:ewashington@ceo.lacounty.gov).

Thank you for your cooperation and support of cleaner air through Ridesharing.

WTF:BC:FC  
EW:mr

Attachment

c:     Administrative Deputies  
       Human Resources Managers  
       Employee Transportation Managers and Coordinators

## 2013 COUNTY TRIP REDUCTION PROGRAM YEARLY TIMELINE OF EVENTS

TASK OR EVENT	TARGET DUE DATE
ETC Spring Workshop	Cancelled (to be conducted every other year)
Countywide AVR Survey Workshops for ETCs: <ul style="list-style-type: none"> <li>Sheriff</li> <li>Children and Family Services (DCFS)</li> <li>Health Services/Public Health (DHS/PH)</li> <li>All other County sites</li> <li>Public Social Services</li> </ul>	<p>June 20, 2013</p> <p>June 27, 2013</p> <p>July 18, 2013</p> <p>July 18, 2013</p> <p>August 2013 (Day to be determined)</p>
<p>Activities for conducting the Survey Week:</p> <ul style="list-style-type: none"> <li>Determine total number of employees at site. (It is critical that this is done correctly)</li> <li>Determine total number of window employees at site (report between 6 a.m. to 10 a.m.).</li> <li>Check for your survey week at right.</li> <li>Distribute AVR Surveys no earlier than Thursday of Survey Week, 4 p.m.</li> </ul> <p>Note: <u>Survey will not be valid if survey week includes a "Holiday" or if held during California Rideshare Week.</u></p>	<p><b><u>Survey Weeks for Specific Departments and Facilities</u></b></p> <p><b><u>July 22, 2013</u></b> – Civic Center Multi-Site – 1 and 2</p> <p><b><u>July 29, 2013</u></b> – DHS, PH</p> <p><b><u>August 5, 2013</u></b> – Sheriff, ISD</p> <p><b><u>August 12, 2013</u></b> - DCFS, Probation</p> <p><b><u>August 19, 2013</u></b> – Vermont Complex Branch I &amp; II, Department of Human Resources, Public Library, DA</p> <p><b><u>August 26, 2013</u></b> – Child Support Services, LACERA, Registrar Recorder-County Clerk, Public Works, Public Social Services</p>
Celebrate Southern California Rideshare Week	October 7 - 11, 2013
Civic Center Clean Air Rideshare Fair	October 10, 2013
Rule 2202 Trip Reduction Plans Preparation Workshops	September/October 2013
Plan due for sites whose AVR went down (Signature page not required)	October 15, 2013
Departments Submit <b>Signed</b> Plans to CEO	<b>November 1, 2013</b>
CEO Reviews Submitted Plans	November 1 - 25, 2013
CEO Delivers all Plans to SCAQMD	November 27, 2013
CEO ECRP Audits of 2012/2013 plans	November 2013 – January 2014
CEO conducts Final Status Review with SCAQMD	December 2 – February 2014